

**CONFIDENTIAL**

ER-2-2857

10 October 1951

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MEMORANDUM FOR: Assistant Director for Office of Operations  
Assistant Director for Communications  
Assistant Director for Collection and Dissemination  
Assistant Director for Research and Reports  
Assistant Director for National Estimates  
Assistant Director for Intelligence Coordination  
Assistant Director for Current Intelligence  
Assistant Director for Scientific Intelligence  
Acting Chief for Technical Services Staff  
Deputy Director (Administration) ✓

FROM : Executive Officer for Deputy Director (Plans)

SUBJECT : Coordination of Foreign TDY for Personnel of  
Overt Offices

REFERENCE :

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In order to provide this office with the information necessary to permit it to comply with the provisions of the referenced regulations, it is requested that whenever representatives of your office plan to travel overseas or to visit covert overseas installations, and prior to the issuance of travel orders, this office receive the following information in memorandum form, (original and one carbon copy for the Deputy Director (Plans), one carbon copy for the Assistant Director [REDACTED])

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- (a) Names and titles of the travelers.
- (b) Purpose of travel.
- (c) Itinerary and approximate dates of arrival.
- (d) Assistance, if any, which may be required from covert overseas installations.
- (e) Cover plans or arrangements.

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cc: [REDACTED]

cc: [REDACTED]

cc: Chief/I&S

cc: Advisor for Management

cc Approved For Release 2001/08/29 : CIA-RDP57-00384R000100120056-9

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